



Date Adopted: 4-17-2012

Date Revised: _

Title: **Assistant Director of Community Development**

FLSA: **Exempt/Management/At-Will**

General Purpose:

Under administrative direction of the Community Development Director, assists in directing, planning, organizing and administering the activities of all program areas within the Department with primary oversight of the Planning/Neighborhood Resources Division including zoning, code enforcement, processing of permits, subdivisions, and environmental review, and neighborhood resources; participates in the transportation and capital improvement planning, and the general plan; coordinates Division activities; provides highly responsible and complex organizational assistance and support to the Director. This position functions as a member of the Community Development Department management team in Departmental policy development, administrative planning and addressing of Departmental problems, budget development, and personnel recruitment. Serves as Acting Community Development Director in the absence of the Director; and does related work as required.

Distinguishing Characteristics:

The Assistant Director of Community Development is a management position responsible for formulating policy, developing goals and objectives, supervising staff, and developing and administering Departmental budgets. Incumbents in this classification have a broad range of independence within policy and procedural limitations and work under minimal supervision. The incumbent is accountable to the Department Director for the effective management of personnel and the quality and efficiency of services directed. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of Department goals. Recommendations on the improvement of Division activities are expected. The Assistant Director of Community Development provides direct supervision and management to professional, technical, contract and clerical staff in the Community Development Department.

This classification is distinguished from the Community Development Director who serves as the Department Head of the entire Department.

Supervision Exercised:

Direct supervision and supervision through secondary supervisors is provided to personnel assigned to the assigned Division.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Provides leadership and direction on Community Development programs and issues; coordinates the Divisions' plans with state, Federal and regional agencies; assures effective communication of issues and strategies; anticipates problems and pursues viable solutions.

Directs daily operations of the Planning/Neighborhood Resources Division, manages and allocates numerous internal and external resources; evaluates and analyzes issues, and recommends and implements solutions to accomplish goals and improve operations.

Develops, evaluates and administers Department and Division goals, objectives, policies and procedures; assures Divisions' plans and activities are in compliance with all applicable laws, policies, regulations, timelines and goals; reviews project work papers, and approves project plans and procedures.

Assures the integrity of Division work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, State, and City policies and practices; reviews and prepares status reports, and recommends appropriate actions.

Assures a productive, efficient and technically competent work environment; assures effective communications with other City Departments and outside agencies; sets Division priorities and assures program and project deadlines and performance standards are met.

Reviews and approves technical documents, contracts, agreements, plans and reports of Division activities; manages the collection, analysis and reporting of operational data; prepares and administers budgets, and monitors and authorizes expenditures.

Directs the activities of managers/supervisors and staff in the Division; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops appropriate goals and priorities.

Coordinates meetings with regional agencies, local businesses and community groups.

Maintains the absolute confidentiality of all records and information.

MINIMUM QUALIFICATIONS:

Knowledge Of:

City organization, operations, policies and procedures.

Principles, practices and procedures of urban planning, community development, zoning regulation, building safety, code enforcement, maintenance management, and neighborhood services functions.

Federal, State and local laws, rules and regulations governing planning, zoning, code enforcement, community development, public services and neighborhood services activities..

Techniques and practices for effective, efficient and cost effective management of allocated resources.

Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.

Project and contract management, and negotiation principles and techniques.

Business and personal computers, and spreadsheet software applications.

Record keeping and file maintenance principles and procedures.

Ability To:

Analyze issues, evaluate alternatives, and makes logical recommendations based on findings.

Assume management level responsibilities and make appropriate decisions, while assuring compliance with City goals and objectives.

Interpret and apply Department standards and City policies.

Present and defend reports and information in public meetings.

Interpret technical instructions and analyze complex variables.

Meet critical time deadlines.

Use initiative and independent judgment within established procedural guidelines.

Assess and prioritize multiple tasks, projects and demands.

Establish and maintain cooperative working relationships with City employees, officials, the general public and representatives from other local, State and Federal agencies.

Communicate effectively both orally and in writing.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to, bend and twist to reach files, walk and stand. While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Training and Experience:

Education: Bachelor's Degree in Urban Planning, Business or Public Administration, or related field; A Master's degree in a related field is preferred.

Experience: Five years of increasingly responsible full-time experience in a municipal community development department including municipal/public planning, zoning/code enforcement activities and two years of administrative management and/or supervisory experience.

Licenses; Certificates; Special Requirements:

Possession of a valid California Class C drivers' license and Certificate of Automobile Insurance for Personal Liability.

Must have the willingness and ability to: work the hours necessary to accomplish the assigned duties, including evening and week-end hours; attend evening meetings; travel out of town and attend workshops, conferences, seminars during work and non-work hours.